



## VACANCY ANNOUNCEMENT

### Organizational Background

Established in February 1988, the Network Movement for Justice and Development (NMJD) is a national civil society, human rights and development organization with the objective of working towards building a just and self-reliant Sierra Leone, where the marginalized and exploited are equipped with necessary knowledge, skills and tools and empowered to take control of their own lives. The inspiration to establish the organization was borne out of the founders' collective commitment to the preferential 'option for the poor' orientation and the 'See, Judge, Act' methodology of 'Training for Transformation.' NMJD focuses on empowering the people and communities to build a free, just and democratic society where there is respect for human rights, equality and sustainable development for the benefit of all. Aside the Freetown Office, NMJD has offices with projects, programmes and staff in Makeni, Karene, Bo, Kenema and Kono.

NMJD has secured a grant from the European Union for the implementation of the project titled: "**Civil Society Engagement for Enhancing Transparency and Participation in the Governance of the Mining Sector**". The goal of the project is the establishment of an inclusive and accountable mineral governance for national development in Sierra Leone. The project focuses on three key priority areas i.e. 1) promoting transparency and accountability in the mining sector through public disclosures and other stakeholders' engagements; 2) Enhancing citizens participation in policy dialogue and decision making through community mobilizing and organizing; and 3) Enhancing capacity development of mining sector non-state actors, including civil society and affected mining communities for long-term sustainable advocacy engagement. NMJD is, therefore, seeking to recruit qualified and experienced persons to fill the following vacant positions below:

No	Vacancy	No of Person	Location
1	Monitoring and Evaluation Officer	1	Freetown

2	District Project Lead/Social Auditor	1	Kono
3	District Project Lead/Social Auditor	1	Kenema
4	District Project Lead/Social Auditor	1	Moyamba
5	District Project Lead/Social Auditor	1	Bonthe
6	District Project Lead/Social Auditor	1	Tonkolili
7	District Project Lead/Social Auditor	1	Port Loko

**NMJD is an equal opportunity employer. Women and persons with disability are strongly encouraged to apply. Interested persons should visit NMJD website for further information on: [www.nmjdsj.org](http://www.nmjdsj.org).**

**Project title**

Civil Society Engagement for Enhancing Transparency and Participation in the Governance of the Mining Sector.

**Project goal/main objectives**

- Establishment of an Inclusive and Accountable Mineral Governance for National Development in Sierra Leone.
- To promote transparency and accountability in the mining sector through public disclosures and other stakeholders’ engagements,
- To enhance citizens participation in policy dialogue and decision making through community mobilizing and organizing,
- To enhance capacity development of mining sector non state actors, including civil society and affected mining communities for long term sustainable advocacy engagement for the transparent, accountable, inclusive, responsible and beneficial management of the minerals sector in Sierra Leone.

**Project Locations**

The Monitoring and Evaluation (M&E) Officer will be based in Freetown, but he/she will be traveling frequently to the project communities in Kono, Kenema, Moyamba, Bonthe, Tonkolili, and Port Loko districts, while the District Project Leads will each be based in the project communities in the above project districts.

## **Project Duration**

24 Months

## **Donor Partner**

European Commission

## **Qualifications and Experience**

Applicants must possess the following qualifications and experience:

### **A. MONITORING AND EVALUATION OFFICER**

#### **Person Specification:**

##### **Essentials:**

- A Bachelor's degree in Monitoring and Evaluation, Statistics, Social Sciences, Development Studies, Economics, or a related field.
- A postgraduate diploma or Master's degree in a relevant field is an added advantage.
- Professional certification or training in M&E, data analysis, project management, or results-based management is desirable.
- Minimum of 3–5 years of progressive experience in monitoring, evaluation, and learning roles within NGOs, development agencies, or related sectors.
- Proven experience in developing and implementing M&E systems, tools, and frameworks for projects funded by International Partners such as USAID, EU, DFID and UN agencies.
- Demonstrated experience in designing data collection tools, managing databases, conducting field data collection, and overseeing data quality assurance.
- Experience with baseline studies, midterm reviews, end-line evaluations, and impact assessments.
- Familiarity with qualitative and quantitative research methods, including data analysis and report writing.

##### **Desirables**

- Strong understanding of logical frameworks (log frames), theories of change, performance indicators, and results-based management.
- Proficiency in data analysis software such as SPSS, STATA, Excel, Kobo Toolbox, Power BI, or similar platforms.

- Excellent skills in data visualization, presentation, and reporting for diverse audiences.
- Ability to train and build the capacity of project staff and partners in M&E processes and tools.
- Strong analytical, critical thinking, and problem-solving skills.
- Excellent written and verbal communication skills in English (and other relevant local languages if applicable).
- Ability to work independently, manage multiple tasks, and meet tight deadlines.
- High level of integrity and commitment to organizational values and ethical standards.

### **Main Purpose:**

The main purpose of the M&E Officer is to monitor the implementation of the project at all levels, to ensure good quality deliverables. He/She provides leadership in outcomes harvesting and also supports the Organizational M&E system.

### **Duties and Responsibilities:**

#### **1. Monitoring and Evaluation System Design**

- Develop, implement, and regularly update project M&E frameworks, including logic models, results frameworks, indicators, and data collection tools.
- Ensure that M&E systems are aligned with donor requirements and organizational standards.

#### **2. Data Collection and Management**

- Coordinate routine and periodic data collection activities, including surveys, assessments, and interviews at the field level.
- Ensure the accuracy, completeness, and timeliness of data gathered from projects.
- Maintain and manage project databases and data storage systems for easy retrieval, analysis. And use

#### **3. Data Analysis and Reporting**

- Conduct quantitative and qualitative data analysis to assess project performance and inform decision-making.
- Prepare monthly, quarterly, and annual M&E reports that summarize progress against indicators and provide recommendations.

- Contribute to donor reporting by providing accurate M&E data and evidence of results achieved.

#### **4. Performance Monitoring**

- Track the implementation of project activities and assess whether planned outputs and outcomes are achieved.
- Identify gaps or delays in project delivery and recommend corrective actions where necessary.
- Support the development and implementation of Monitoring, Evaluation, Accountability, and Learning (MEAL) plans.

#### **5. Learning and Improvement**

- Facilitate periodic learning reviews, reflection meetings, and knowledge-sharing events.
- Document lessons learned, best practices, and case studies for internal learning and external dissemination.
- Promote a culture of evidence-based decision-making within the organization.

#### **6. Capacity Building**

- Build the capacity of project staff, partners, and community stakeholders on M&E concepts, tools, and best practices.
- Provide technical guidance and support during the development of new proposals and program designs.

#### **7. Accountability and Feedback Mechanisms**

- Develop and manage systems to receive, respond to, and track beneficiary feedback and complaints.
- Ensure that accountability mechanisms are accessible, culturally appropriate, and effective.

#### **8. Coordination and Collaboration**

- Liaise with program teams, partners, and stakeholders to ensure effective coordination of M&E activities.
- Represent the organization in M&E-related forums and networks as required.

## 9. Compliance and Quality Assurance

- Ensure that M&E processes comply with donor standards, ethical guidelines, and data protection policies.
- Conduct Data Quality Assessments (DQA) and provide recommendations for improvement.
- He/She shall perform other tasks and duties assigned to him/her by his/her Line Manager.

### **B. DISTRICT PROJECT LEADS/SOCIAL AUDITORS**

#### **Persons Specification**

##### **Essentials**

- A Degree or its equivalent in Environmental Science, Mining Engineering, Social Sciences, Finance, Auditing, Public Administration, and/or related fields.
- Experience in auditing management systems.
- Knowledge of voluntary mining standards such as the Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests (VGGT).
- Experience in working with groups and local communities, and providing them with capacity-building support.
- Strong inter-personal relationships with networks, affected mining communities, companies and other critical stakeholders in the mining governance in Sierra Leone, especially within the NGO and MDAs sectors.
- Relevant experience in project cycle management, auditing, or community development, preferably in the context of natural resource management
- Hands-on experience in monitoring and supporting community-based development programmes.
- Experience in implementing safeguarding policy and procedures.
- Excellent report writing and communication (written and verbal) skills.

##### **Desirables**

- Excellent analytical skills.
- Knowledge of and experience in natural resource programming in Sierra Leone.
- Ability to network effectively and develop a wide range of relevant contacts.
- Ability to work within multi-disciplinary and multi-cultural teams
- Knowledge of relevant laws, policies, regulations, and standards related to mining and management of sub-national mining revenue transfers in Sierra Leone.
- Proficiency in financial management and reporting.
- Strong analytical and problem-solving skills.

## **Main Purpose:**

The main purpose of the District Project Lead/social auditor is to oversee and facilitate the social auditing of mining companies in their respective project communities, as well as ensure the transparency and accountability of the management and utilization of the Community Development Fund (CDF).

## **Duties and Responsibilities:**

### **1. Planning and Implementation:**

- He/she shall develop detailed project plans, including timelines, milestones, and deliverables, in alignment with the project's goals.
- He/she shall coordinate and collaborate with different stakeholders, including local government officials, mining companies, community leaders, and civil society organizations, to ensure maximum inclusivity in the implementation of project activities.

### **2. Resource Management**

- He/she shall ensure that all project activities are carried out within the approved budgets and adhere to all financial guidelines.
- He/She shall account for all project funds and other project resources received.

### **3. Revenue Tracking and Reporting:**

- He/she shall monitor and track the flow of mining revenue transfers from extraction to distribution and investments.
- He/she shall ensure accurate and transparent reporting of how mining revenues transfers are utilized by beneficiary communities.
- He/she shall implement and manage auditing procedures to assess the effectiveness and transparency of revenue utilization.
- He/she shall conduct regular reviews and assessments of mining revenue transfers, financial reports, project outcomes, and adhere to accountability standards.

### **4. Community Engagement:**

- He/she shall facilitate community consultations and feedback sessions to gather inputs on local development priorities and concerns.
- He/she shall ensure that the perspectives and needs of local communities are adequately represented and addressed in the auditing process.

- He/she shall mobilize and organize affected mining communities for effective policy dialogue and participation in policy reviews.
- He/She shall facilitate regular community public disclosure meetings and ensure the open sharing of information during these meetings by the CDC, community people, mining companies and relevant government agencies.

## **5. Regulatory Compliance**

- He/she shall ensure proper accountability of all sub-national mining revenue transfers through effective monitoring, auditing and reporting.
- He/She shall engage the CDC regularly to ensure they comply fully with existing laws and policies in relation to the utilization of the CDF.

## **6. Documentation and Reporting**

- He/she shall maintain comprehensive records of all project activities, audits, financial transactions, and community feedback.
- He/she shall prepare detail reports on the findings of social audits, including recommendations for follow-up actions.
- He/She shall facilitate actions to popularize the reports and findings of the social audits among the different stakeholders.
- He/She shall facilitate follow-up actions to ensure the implementation of the social audit recommendations by the different actors to whom they are directed.

## **7. Communication**

- He/she shall develop and disseminate IEC materials and briefs to inform stakeholders and the general public of progress in the implementation of the project's progress, social audit findings, and impacts.
- He/she shall organize meetings, workshops, and presentations to share audit findings and recommendations and advocacy engagements with relevant stakeholders.

## **8. Capacity Building**

- He/she shall provide training and other technical support to local authorities, community members, and other stakeholders on social audit processes and best practices.
- He/She shall organize workshops and other capacity-building sessions for the project community on relevant mining laws and policies.

- He/she shall foster capacity-building initiatives to enhance local skills and knowledge related to the management of mining revenue transfers and community development planning.

**9. Monitoring and Evaluation:**

- He/she shall monitor and evaluate the impact of mining revenue transfers on local development and community well-being.
- He/she shall be flexible in the implementation of the project to ensure findings and lessons learned are incorporated into the project to inform future project activities.
- He/She shall perform other tasks and duties assigned to him by his/her Line Manager.

**How to Apply**

Interested and qualified persons should submit their updated CVs with a cover letter, scanned certificates, and names of three referees addressed to the **Executive Director at: [nmjdsl@nmjdsl.org](mailto:nmjdsl@nmjdsl.org), copy the Director of Finance and Admin at: [samuel.amara@nmjdsl.org](mailto:samuel.amara@nmjdsl.org)**, and/or to the following addresses:

<b>FREETOWN</b>	<b>MAKENI</b>	<b>BO</b>	<b>KONO</b>	<b>KENEMA</b>	<b>Karene</b>
10 Nylender Street, off Cape Road, Aberdeen	3 Kandeh Munu Street, Back of MCA Field	9 Jangah Street Off Shellmingo	2 Suku Tamba Street, Koidu Town	117 Bo-Kenema Highway, Cow Yard Section	68 Looking Town, Off Karene District Council, Kamakwie 2

**Closing Date:** The closing date for the receipt of all applications is **Thursday, 10th July 2025 at 3:30 pm. Only shortlisted applicants will be contacted.** Applicants should clearly indicate the position they are applying for on the top right-hand corner of the envelope.